



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Merced Avenue, Pasig City

April 29, 1997

OFFICE OF THE SECRETARY
DECS MEMORANDUM
No. 159, s. 1997

SEARCH FOR THE 1997 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Civil Service Commission Memorandum Circular No. 07, s. 1997, enjoining all heads of departments and agencies of the national and local government units including government-owned and controlled corporations with original charter and state colleges and universities, to send in nominations in the Search for the 1997 Outstanding Public Officials and Employees.

2. The search aims to give due recognition to officials and employees in government who have shown outstanding performance and achievements and/or demonstrated exemplary ethical behavior.

3. The regional/division offices shall conduct their own search and shall send in a maximum of 2 nominees to the Central Office.

4. Nominations may be sent to: The SIAC Secretariat, Employees Welfare and Benefits Divisions, HRDS, DECS Central Office, Pasig City. For this year's search, nominations may be sent on or before May 26. In case of Dangal ng Bayan awardees, any person may submit the nominations directly to the Civil Service Commission.

5. The flyers containing the guidelines and nomination forms, which may be reproduced are inclosed for reference and guidance.

6. Immediate and wide dissemination of this Memorandum is desired.


RICARDO T. GLORIA
Secretary

A. Nicks
4.27.97

Incls.:

As stated

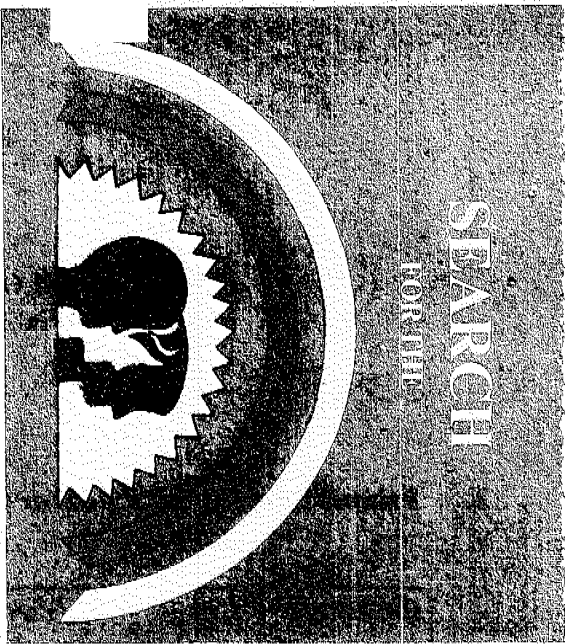
Reference:

DECS Memorandum: No. 128, s. 1990

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
PRIZES or AWARDS
RULES & REGULATIONS



1997 OUTSTANDING PUBLIC OFFICIALS AND EMPLOYEES

LINGKOD BAYAN AND PAGASA AWARDS

Awards for Outstanding
Young Performances

LINGKOD BAYAN AND PAGASA AWARDS (Presidential and Civil Service Commission Awards)

Nomination is open to all officials and employees in the career or non-career service of the national and local governments, including those in the state universities and colleges, and government-owned or controlled corporations with original charters.

BASES FOR THE AWARDS

Presidential or Lingkod Bayan Award is conferred to an individual for consistent dedicated performance exemplifying the best in any of the profession or occupation resulting in the successful implementation of an idea or performance which is of significant effect to the public or principally affects the national interest, security and patrimony.

Civil Service Commission or Pagasa Award is conferred to a group of individuals or team who has demonstrated outstanding teamwork and cooperation which resulted in the successful achievement of its goal and greatly improved/facilitated the delivery of public service, effected economy in operation, improved working condition or otherwise benefited the government.

REQUIREMENTS FOR NOMINATIONS

The following documents shall be submitted in three (3) copies:

- *Duly accomplished nomination form;*
- *Personal data sheet of the nominee/nominees duly sworn, headed and sworn to before the highest ranking Human Resource Management Officer (HRMO) in the employing agency;*
- *Certification of Performance Rating (at least Very Satisfactory or its equivalent) for the last two (2) consecutive rating periods prior to nomination duly signed by the highest HRMO of the employing agency. In the case of nomination for the Pagasa Award, a certification that the accomplishment of the team/group was approved and implemented by the agency duly signed by the head of agency;*

Certification of the highest HRMO/Legal Officer in the Agency that the nominee/s has/have not been found guilty of any criminal offense involving moral turpitude and/or administrative offense or has/have no pending case against him/them at the time of nomination;

NBI clearance.

5 cm. x 5 cm. photo of nominee/s with his/their name/s written at the bottom side of the picture.

PROCEDURE FOR NOMINATION

The immediate supervisor, his/her co-worker or any private person or organization may nominate a public official/employee or group. Nominations must be submitted in the prescribed form to the Agency Suggestions and Incentive Awards Committee (SIAC) for evaluation. Department/Agency nominations must be duly signed by the Chairman of the SIAC approved/endorsed by the Head of Office.

WHERE TO SUBMIT NOMINATIONS

All nominations must be submitted to the Secretariat, Committee on Awards, Civil Service Commission, Constitution Hills, Diliman, Quezon City, or to any of the Civil Service Regional/Provincial/Field Offices.

THE CUT-OFF DATE FOR INCLUSION OF NOMINATION FOR THE 1997 AWARDS IS MAY 31, 1997.

FOR MORE DETAILS PLEASE SEE/CALL

The Secretariat
Committee on Awards
Human Resource Development Office
Civil Service Commission
Constitution Hills, Diliman, Quezon City
with Telephone Nos. 931-80-19/931-80-47/931-41-82
or
any of the Civil Service Regional/
Provincial/Field Offices covering your area.

Republic of the Philippines
Civil Service Commission
Quezon City

AWARDS FOR OUTSTANDING WORK PERFORMANCE
(Presidential and Civil Service Commission Awards)

NOMINATION FORM

1. Printed Name of Individual or Group Nominee:

(Surname) (First Name) (M.I.)

2. Date of Birth : _____ 3. Age: _____

4. Position: _____

5. Office/Agency: _____ 6. Tel. No(s): _____

7. Office Address: _____ 8. Region: _____

9. Nomination for (Please check the appropriate box):

PRESIDENTIAL OR LINGKOD BAYAN AWARD (Individual)

CIVIL SERVICE COMMISSION OR PAGASA AWARD (Group)

10. Summary of Outstanding Achievement/s (You may use extra sheets):

11. Significant effect of accomplishments: (either government wide or department wide)

SIAC Chairman: _____ Signature: _____

Head of Agency: _____ Signature: _____

Endorsement by: _____ Signature: _____